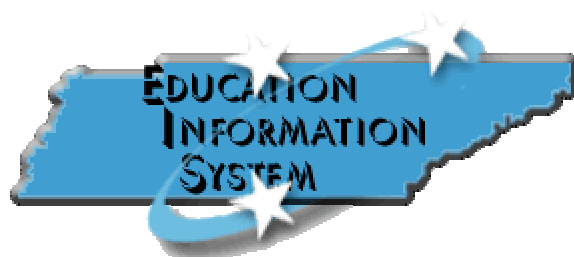# State of Tennessee
Department of Education

Education Information System
User Manual
2002 - 2003

Education Information System (EIS)

Address	Phone
State of Tennessee Department of Education Andrew Johnson Tower Attn: EIS Help Desk, 7th floor Nashville, TN 37243-0375	615-532-6215 1-800-495-4154 *toll free*

Email
eishelp@mail.state.tn.us

Support Hours
Monday – Friday 8:00 – 5:00 CST

Fax
615-532-5303

Web Sites	
EIS Website http://www.eis.state.tn.us	EIS Training Website https://www.eis.state.tn.us/training User ID: **dst1** Password: **watermelon** or User ID: **dst2** Password: **watermelon**
EIS Manual & Training Information Website District EIS Contacts, Error Messages, Pilot Timeline, & Listserv Instructions http://www.state.tn.us/education/sm_menu.htm	Tennessee School Directory Website http://www.k-12.state.tn.us/SDE/
Minimum Browsers Supported: IE 4.01 SP2 and Netscape 4.08 Best Screen Views: 800x600 or 1024x768	

EIS Training Database Resource Guide

The Training Database Resource Guide is being provided to assist you with producing results with your queries with the test data contained within the EIS Training database. The EIS Training database contains district, school, staff, & student information for the listed district and schools.

District No. 2	Big County		
	School No.	005	2001
	School No.	010	2001
	School No.	020	2001

For example, all of the following information can be obtained for the following case.

District No. 2	Big County		
	District	Calendar Details	2001
	School No. 005	Calendar Details	2001
	Staff List	Staff Assignments	2001
	Student List	Student Details	2001
		Special Education Info	2001
		Daily Attendance	2001
		Class Schedule	2001
		Disciplinary Actions	2001
		Enrollment Info	2001
	Class List	Class Detail	2001
		Course Detail	2001
		Student List	2001
		Staff List	2001
	Course List	Course Detail	2001
		Class List	2001

For examples of specific data, see the exercises found in Appendix A.

Table of Contents

State of Tennessee Department of Education
Education Information System Training Manual

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Course Contributors............................... Anne Shacklett, Michelle Walker, Janine Whited

Last modified 07/22/2002

Manual Version..4.0

Manual file location ....H:\Tech Projects\EIS\Janine\District EIS User Manual.doc

This course covers the State of Tennessee Department of Education
Education Information System.

Manual Conventions

Special Note

     —   provides additional topic information

Abbreviation Listing

EIS   —   Education Information System

SDE   —   State of Tennessee Department of Education

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Course Objectives

  🕮 Access EIS

  🕮 Perform the Extract Upload Process

  🕮 View Error Reports

  🕮 Perform Information Inquiries

  🕮 View District Reports

Access Objectives

    📖   Login to EIS

    📖   Navigate the EIS Banner

    📖   Logoff of EIS

Login Process

To login to EIS:

1. Open your web browser, i.e. Internet Explorer or Netscape.
2. In the **Address Bar**, type https://www.eis.state.tn.us/training.

Address Bar

3. Press **Enter**.

4. In the **User ID** box, type in your **User ID**.
5. In the **Password** box, type in your **Password**.
6. Click **Login**.

7. From the **Available Applications** screen, click **DST** to Login.

EIS Banner

Help Button

Logoff

Menu Navigation Bar

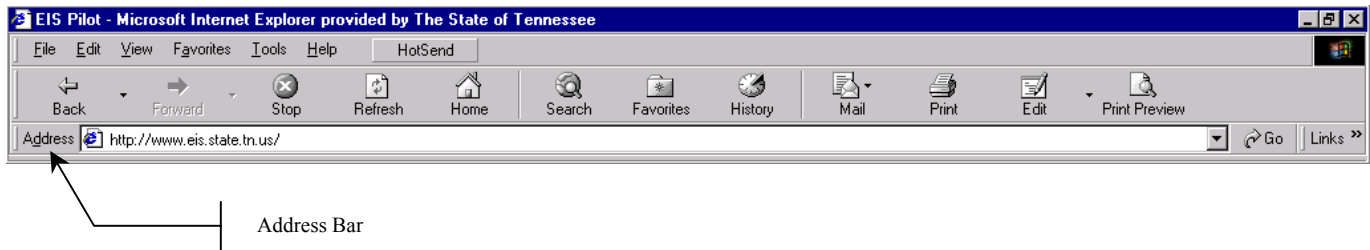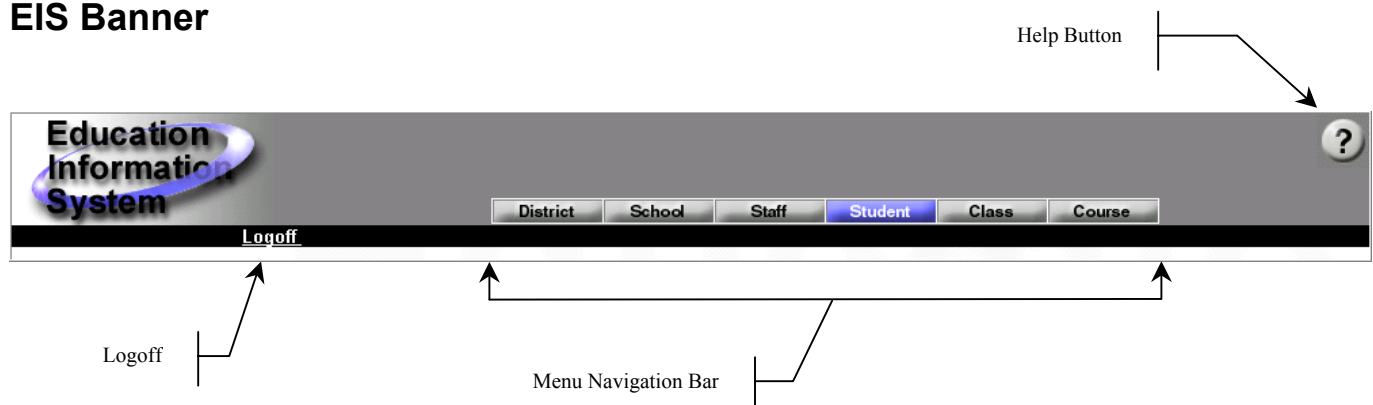| Item	Description
Menu Navigation Bar	Provides access to all menu options within EIS. This bar is available at the top of every screen and provides quick access to all of the main search screens in EIS.
Help Button	Provides access to the Help index and is context sensitive. The Help Search Index provides the capability of searching individual pages or elements.
Logoff	Available from any screen and logs the user off the system.

Menu Options
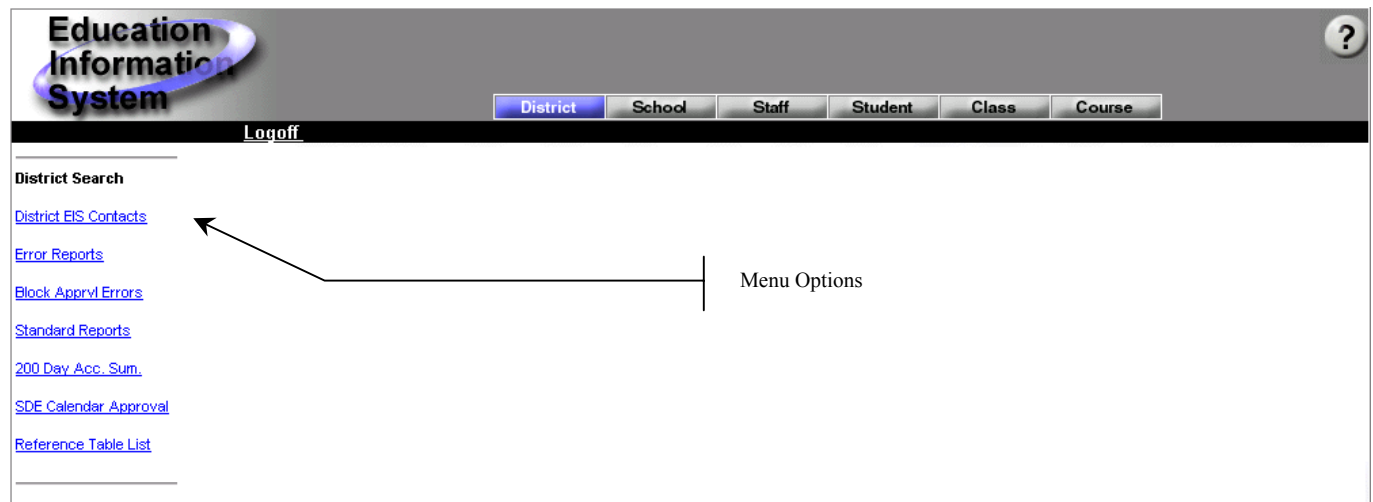
Menu Options

Item	Description
Menu Options	Provide access to menu options within the selected area. These options are available at the left of each screen. The option shown in black text indicates the current screen.

Logoff Process

To logoff of EIS:

1. From any screen, click on **Logoff**.
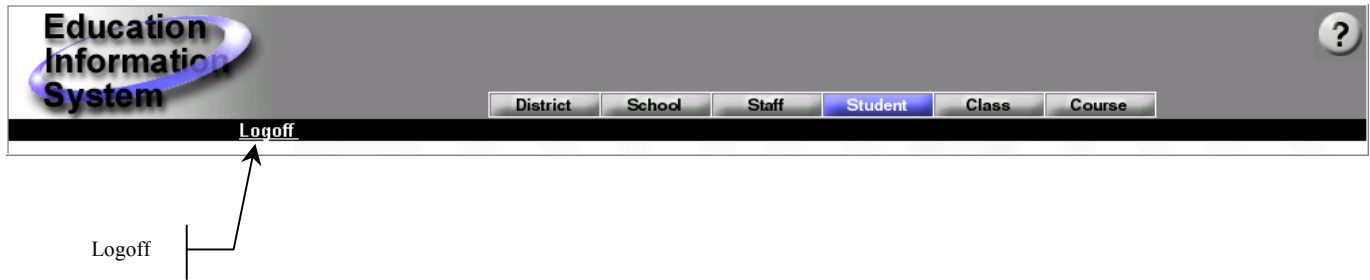
Extract Upload Objectives

    📖   Name the Extract Upload File

    📖   Upload Extracts to SDE

    📖   View the Transmission Report

Extract Upload Process

Data will be transmitted from the District after it has been received from the schools. Transmissions can be sent at any time from the District. When they are received at SDE, the information will be evaluated for errors or omissions. If correct, the data will then be loaded and some of it loaded conditionally awaiting corrections from the Districts.

If errors exist, error reports will be produced and the standard reports for each School and District will be produced with the data that can be used. A District should send corrections that will then cause a copy of the standard reports to be produced again. This will overlay the previous reports. Once a District corrects all of the errors and validates the reports, the Director will log on securely and approve the reports. At that time the approved version of the reports will be assigned a date and version number. However, if there are any errors or conditionally loaded data that has not been corrected, the Director will not be allowed to approve the reports.

The reports will be evaluated by SDE only after the Director has approved the reports. If it is necessary for further changes to be made, a new set of reports will be created with a new version and date. If the Director approves these reports, this version will also be held with a date and version number.

General Upload Information

- Records in extract files must be in ASCII text format with characters being all numeric or alphabetic and must contain complete data.
- Records with partial data cannot be accepted for the updating of data sent in a prior transmission.
- When corrections, changes, or additional records are transmitted, previously transmitted records should not be re-transmitted.
- A folder should be created for the creation of extracts named SDEUPL. This folder will contain the records created by the student management software to be uploaded to the SDE.

Naming Conventions

Each transmission activity is considered a batch, composed of the header record, a varying number of extract records, and a trailer record. When following the EIS Transmission Schedule, varying types of extract records can be sent in a batch. The file naming convention to be used for files to be sent to the State is detailed in the table below, along with an example.

$$\underline{480} \ \underline{0} \ \underline{11} \ \underline{29} \ \underline{R} \ \underline{01} \ . \ \underline{EIS}$$

| District Number | Last Digit of School Year | Month File was created | Day File was created | Data Type | Sequence Number | File Extension |
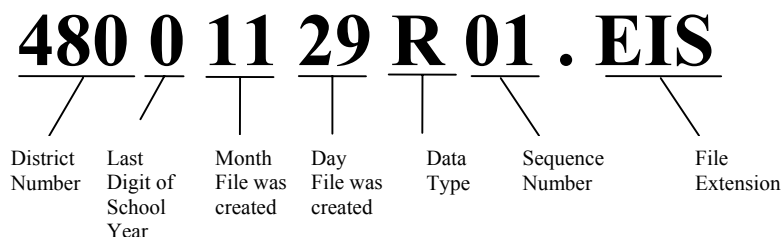
Source	# of Digits	Example	Special Notes
District Number	3	480	
Last Digit of Year	1	0	Only use the last digit for the beginning school calendar year, i.e., in February 2001 the year digit would still be a zero
Month File was Created	2	11	Months with one digit should use a leading zero, i.e., 05 – May, 09 – September
Day File was Created	2	29	Days with one digit should use a leading zero, i.e., 05 – 5th, 09 – 9th
Data Type (R or S)	2	R	R – Regular data from the Student Management Software S – Data from the D&A (special education) software
Sequence Number for the upload	2	01	This value will increment within a single day each time that an upload is performed, i.e., 01,02,03, etc.
File Extension	3	EIS	

When the file is zipped up to be sent to the State, the filename remains the same, however, the extension is changed to ZIP. EXAMPLE: **48001129R01.ZIP**

Extract Upload Preparation Process

For each transmission batch sent, the District will:

1. Create a subfolder on the local area network or local drive.
2. Create all of the extract records in the subfolder.
3. Use a file compression utility program, (WinZip, PKZip), to compress all of the files to be transmitted into one zip file. Use the Naming Conventions section to name the zip file.
4. Follow the **Upload Extracts Process** to upload the zipped file to SDE.

Upload Extracts Process

To upload extracts into EIS:

1. From the **Menu Navigation Bar**, click on **District**.

2. From the **District Search** screen, click **Upload Extract File**.

Upload File Go button

Browse button

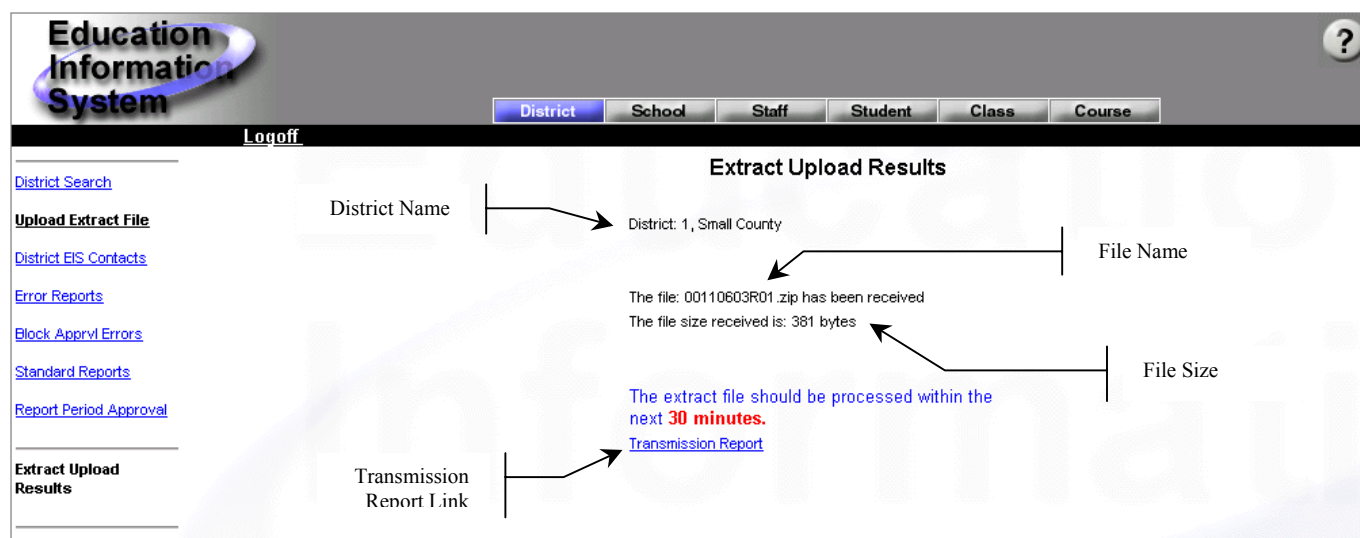3. From the **Upload Extract File** screen, click on **Browse**.
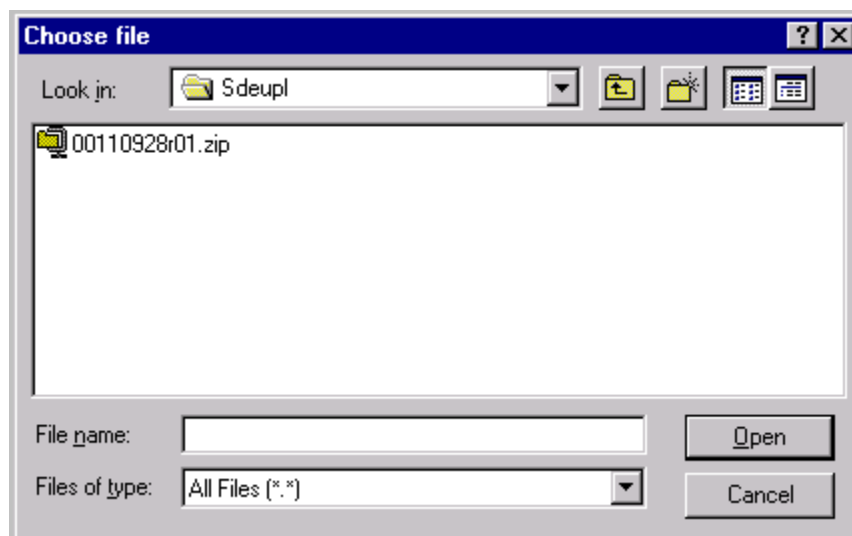
4. Navigate to the subfolder created in the **Extract Upload Preparation Process**.
5. Click on the zip file created in the **Extract Upload Preparation Process**.
6. Click **Open**.
7. From the **Upload Extract File** screen, click **Go**.

8. From the **Extract Upload Results** screen, using your browser's print capability, print the receipt confirmation message.
9. After 30 minutes have passed, view the Transmission Report.

After 30 – 45 minutes have passed, the Transmission Report may be viewed. Be sure to check all record counts before proceeding.

View the Transmission Report

1. From the **Menu Navigation Bar**, click on **District**.
2. From the **District Search** screen, click on **Error Reports.**
3. From the **General Error Report** screen, select **Transmission Report**.

4. If the Transmission Report balances, back up a copy of the folder that was transmitted.
5. Once data is transmitted successfully, archive the data in the student management software.

6. If the Transmission Report **does not balance**, the zip file will need to be uploaded again. If it contained errors because the District Trailer counts were wrong, make any needed corrections to the Trailer record and zip the new file. If the Transmission Report didn't contain errors, re-send the same zip file again. Any file that does not balance will not be processed by EIS.

General Error Report
District: 1, Small County
Date: 6/6/02

Error#	Severity	Error Message	Detail Information	Error Date Filename
85	91 - Fatal Extract File - Entire transmission file not processed	INVALID EXTRACT FILE TO PROCESS 1	n/a	6/6/02 2:31:07 PM 00110603R04.zip
0135	91 - Fatal Extract File - Entire transmission file not processed	FILE RECORD COUNTS OUT OF BALANCE.	n/a	6/6/02 1:54:22 PM 00110603R04.zip

FATAL ERROR

Upload File Name	00110603R04.zip	District	1
Transmission Date	6/6/02 **Fatal Extract - Transmission Not Processed. Please review General Errors.**	District Name	Small County

Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	45	45	0
22	203	230	27
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
Total Count All Records	**248**	**275**	**27**

FATAL ERROR

Individual Record Counts **Don't Match**

Total Records **Don't Match**

- Fatal Extract - Transmission Not Processed. Record Counts Do Not Match Trailer Totals

Trasmission count out of balance, District counts and SDE counts do not match File will not be processed, please make needed corrections and send to SDE

7. If the zipped upload filename does not match the filename contained within the zipped file, the file will need to be uploaded again. The most common mistakes causing this error include:
   - the text file may have the extension ".txt" instead of ".eis" as required
   - the text file may have the extension ".txt.eis" instead of ".eis" as required
   - the zip file may have the extension ".zip.zip" instead of ".zip" as required

If extract data must be resent at a later time, the contents saved in the back up folder may be utilized.

Extract Upload Practical Exercises

Exercise 1:

Upload District Calendar Data (Penalty Deadline – July 15th)

Exercise 2:

Upload School Calendar Data (Penalty Deadline – August 15th)

Exercise 3:

Upload Student, Staff and Class Basic Records (Penalty Deadline – November 1st)

Exercise 4:

Upload Student and Class Details (Penalty Deadline – November 1st)

Exercise 5:

Upload Class Assignments for Staff and Students (Penalty Deadline – November 1st)

Exercise 6:

Upload Special Education Data (Penalty Deadline – November 1st)

Exercise 7:

Upload Funding, Student Standard Day, and Attendance (Penalty Deadline – November 1st)

Error Report Objectives

   📖   Access District Error Reports

   📖   Access District Calendar Error Reports

   📖   Access School Level Error Reports

   📖   View Block Approval Error Reports

   📖   Download District Errors

   📖   Download School Errors

   📖   Print Error Reports

Error Reports

After extracts are uploaded to the SDE, error Reports and Standard reports for each School and District will be produced with the data that can be used. Erroneous or missing information that causes a Block Approval error, Severity Code 92, will prohibit the Director from signing off on the Standard Reports. Any data that can be loaded will be loaded, but the missing information must be sent before that record can be used in the Standard reports.

If errors exist, a District should then send corrections, which will cause a copy of the standard reports to be produced again. This will overlay the previous reports if they have not already been approved. If they have already been approved, but the report results were changed, a revised report will be created with a new version number. Another error report will be provided with any additional outstanding errors.

Severity Code	Severity Name	Severity Description
10	Warning	Display message; may or may not require corrective action
30	Conditional	Invalid data field stored conditionally; must be corrected
70	Deficiency Error	Staff or class error must be corrected
80	Fatal Field Error	Data field not stored but remainder of extract record stored; must be reviewed
90	Fatal Extract Record	Entire extract record not stored in SDE database
91	Fatal Extract Batch	Entire extract transmission file not stored in SDE database
92	Approval Blocked	Information stored, but contains or caused errors that will block report approval; must be corrected

All error messages are organized by Most Current and Previous Date.
- ✓ **District** error messages are grouped by error category into General, Calendar & School.
- ✓ **School** error messages are grouped by error category into Calendar, Student, Staff & Class.
- ✓ A separate report will also be produced that includes only the errors that block approval of the reports. The **Block Approval** Error Report is organized by District and School level as well as being divided into error subcategories such as General, Calendar, Student, Staff & Class.

View District Error Reports

To view general District errors:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click on **Error Reports**.

The most current errors are always presented first. Selecting Previous Date will access errors from a previous date for all error types. The text in bold on the side navigation menu will help to determine which error is being viewed and whether or not it is a current error or an error from a previous date.

A District EIS Contacts link contains the Primary and Secondary EIS contact names, email addresses, and telephone numbers to assist in resolving student enrollment conflicts.

Do NOT stop at General Errors. View all errors.

District Error Report Examples

Error#	Severity	Error Message	Detail Information	Error Date Filename
0905	90 - Fatal Extract Record - Extract not stored in database	INVALID DISTRICT ID. VALUE SENT: 0D001	0400100D0010020200101542444588000000000005424445880JUSTIN CIX 1995110200000000000000000000 MW	6/13/02 4:54:16 PM 00110603R16.zip
0906	90 - Fatal Extract Record - Extract not stored in database	DISTRICT ID MISMATCH. 0	0400100E0010030200101411906784000000000004119067840CANDISE DAWN MABBAIR 1990011000000000000000000000 FW	6/13/02 4:52:45 PM 00110603R16.zip
0907	90 - Fatal Extract Record - Extract not stored in database	INVALID SCHOOL ID. VALUE SENT: 0026	09201E000010026200141205107600000000005410000392P022001082020010820	6/13/02 5:11:16 PM 00110603R22.zip
0106	90 - Fatal Extract Record - Extract not stored in database	NO HEADER FOUND (REC ID 001) IN FILE.	n/a	6/13/02 5:54:26 PM 00110603R29.zip
0135	91 - Fatal Extract File - Entire transmission file not processed	FILE RECORD COUNTS OUT OF BALANCE.	n/a	6/13/02 4:52:45 PM 00110603R16.zip

View District Calendar Error Reports

To view District Calendar errors:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click on **Error Reports**.
3. From the **General Error Report** screen, click on **Calendar Errors**.

View School Level Error Reports

To view School Level errors:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click on **Error Reports**.
3. From the **General Error Report List** screen, click on **School Errors**.

4. From the **School Error Report List** screen, click on the **Report Type** drop down list box.

5. Select an error report type from the **Report Type** drop down list box.
6. Click **Go**.

School Error Report Examples

School Calendar Error Report

School Calendar Error Report
District: 1, Small County
School: 5, Athens Junior High School
Transmission Date: 6/18/02 10:48:31 AM

School Calendar No
01

Error#	Severity	Error Message	Detail Information	Error Date Filename
2029	10 - Warning - Message displayed; may or may not be an error	CHRISTMAS BREAK EVENT NOT SCHEDULED.	n/a	6/18/02 10:48:31 AM
2030	10 - Warning - Message displayed; may or may not be an error	SPRING BREAK NOT SCHEDULED.	n/a	6/18/02 10:48:31 AM
2015	92 - Approval Blocked - Errors stored that block report approval	SCHOOL CALENDAR MUST CONTAIN 9 REPORT PERIODS. MISSING PERIOD NUMBER: 6	n/a	6/18/02 10:51:37 AM
2015	92 - Approval Blocked - Errors stored that block report approval	SCHOOL CALENDAR MUST CONTAIN 9 REPORT PERIODS. MISSING PERIOD NUMBER: 7	n/a	6/18/02 10:51:37 AM
2026	92 - Approval Blocked - Errors stored that block report approval	REPORT PERIODS 1-8 MUST INCLUDE 20 INSTRUCTIONAL DAYS. 0	Report Period No 2, Report Period Begin Date 18-SEP-01, Report Period End Date 18-OCT-01	6/18/02 10:51:37 AM
2026	92 - Approval Blocked - Errors stored that block report approval	REPORT PERIODS 1-8 MUST INCLUDE 20 INSTRUCTIONAL DAYS. 0	Report Period No 3, Report Period Begin Date 19-OCT-01, Report Period End Date 15-NOV-01	6/18/02 10:51:37 AM

2031	92 - Approval Blocked - Errors stored that block report approval	ATTENDANCE START DATE NOT SCHEDULED.	n/a	6/18/02 10:51:37 AM
2032	92 - Approval Blocked - Errors stored that block report approval	ATTENDANCE END DATE NOT SCHEDULED.	n/a	6/18/02 10:51:37 AM
2084	92 - Approval Blocked - Errors stored that block report approval	NO SCHOOL CALENDAR START DATE	n/a	6/18/02 10:51:37 AM
2085	92 - Approval Blocked - Errors stored that block report approval	NO SCHOOL CALENDAR END DATE	n/a	6/18/02 10:51:37 AM

EIS User Manual

School Student Error Report

Student Error Report
District: 1, Small County
School: 5, Athens Junior High School
Transmission Date: 6/17/02 11:37:10 AM

◀ Page: 1 of **16** ▶

Last, First, Middle Name	SSN	PIN	School Yr
, ,	104059780	0	2001

Download Student Errors

Error#	Severity	Error Message	Detail Information	Error Date Filename
4203	90 - Fatal Extract Record - Extract not stored in database	REC ID 044 NO STUDENT RECORD FOUND.	Classification Type R, Begin Date 20010820	6/17/02 11:37:10 AM 00110603R06.zip

Last, First, Middle Name	SSN	PIN	School Yr
, ,	112355678	0	2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
4209	90 - Fatal Extract Record - Extract not stored in database	REC ID 050 NO STUDENT RECORD FOUND.	Withdraw Date 20010820, Withdraw Reason 3	6/17/02 11:37:06 AM 00110603R06.zip

Last, First, Middle Name	SSN	PIN	School Yr
, ,	270098223	0	2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
4205	90 - Fatal Extract Record - Extract not stored in database	REC ID 046 NO STUDENT RECORD FOUND.	Disciplinary Action Type S, Begin Date 20011012, End Date 20011012, Primary Reason 13, Offense Date 20011012	6/17/02 11:37:28 AM 00110603R06.zip

Last, First, Middle Name	SSN	PIN	School Yr
, ,	103720134	0	2001

Download Student Errors

Error#	Severity	Error Message	Detail Information	Error Date Filename
4206	90 - Fatal Extract Record - Extract not stored in database	REC ID 047 NO STUDENT RECORD FOUND.	Student Standard Day 360, Effective Date 20010820	6/18/02 1:42:53 PM 00110603R11.zip
4206	90 - Fatal Extract Record - Extract not stored in database	REC ID 047 NO STUDENT RECORD FOUND.	Student Standard Day 360, Effective Date 20010820	6/18/02 1:43:13 PM 00110603R11.zip

Last, First, Middle Name	SSN	PIN	School Yr
, ,	104954701	0	2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
5090	90 - Fatal Extract Record - Extract not stored in database	REC ID 045 RECORD EXISTS: VALUE SENT:	AM Bus 9052, PM Bus 9052, Est Miles 0	6/18/02 1:42:20 PM 00110603R11.zip

School Staff Error Report

School Class Error Report

Class Error Report
District: 1, Small County
School: 5, Athens Junior High School
Transmission Date: 6/17/02 11:07:19 AM

Local Class No	Course No			
070101				Download Class Errors

Error#	Severity	Error Message	Detail Information	Error Date Filename
3063	90 - Fatal Extract Record - Extract not stored in database	REC ID 031 CLASS RECORD FOR CLASS SCHEDULE DOES NOT EXIST.	Local Class Number 070101	6/17/02 11:07:19 AM 00110603R05.zip

Local Class No	Course No			
070102				

Error#	Severity	Error Message	Detail Information	Error Date Filename
3063	90 - Fatal Extract Record - Extract not stored in database	REC ID 031 CLASS RECORD FOR CLASS SCHEDULE DOES NOT EXIST.	Local Class Number 070102	6/17/02 11:07:20 AM 00110603R05.zip

Local Class No	Course No			
HR02				

Error#	Severity	Error Message	Detail Information	Error Date Filename
3058	10 - Warning - Message displayed; may or may not be an error	REC ID 031 RECORD NOT FOUND: RECORD TYPE ASSUMED NEW: VALUE SENT:	Local Class Number HR02	6/18/02 11:44:58 AM 00110618R05.zip
3057	90 - Fatal Extract Record - Extract not stored in database	REC ID 031 RECORD EXISTS: VALUE SENT:	Local Class Number HR02	6/18/02 11:45:00 AM 00110618R05.zip

View Block Approval Error Reports

If the current transmission extracts or the previous transmission extracts contain block approval errors, the extracts are still processed, however a report cannot be approved when block approval errors exist. The Block Approval Error Reports contain <u>all</u> of the errors that must be corrected before the reports can be approved.

To view Block Approval error reports:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** or **School Search** screen, click on **Block Approval Errors**.
3. From the side navigation on the left-hand side of the screen, select any Block Approval Error Report.

Block Approval errors exist at the District and School level. These errors can be accessed in the same manner as all other error reports.

Download All District Errors

To download all District errors:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click on **Error Reports**.
3. From the **General Error Report** screen, click on **Download All Errors**.
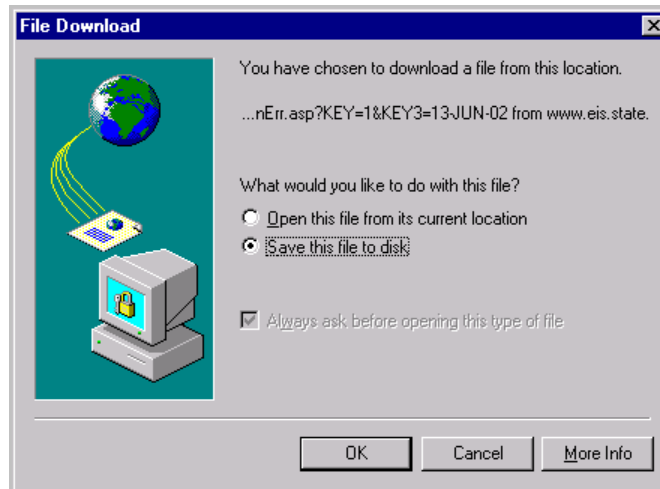
4. From the **File Download** dialog box, select **Save this file to disk**.
5. Click **OK**.
6. Navigate to the folder that the file should be stored.
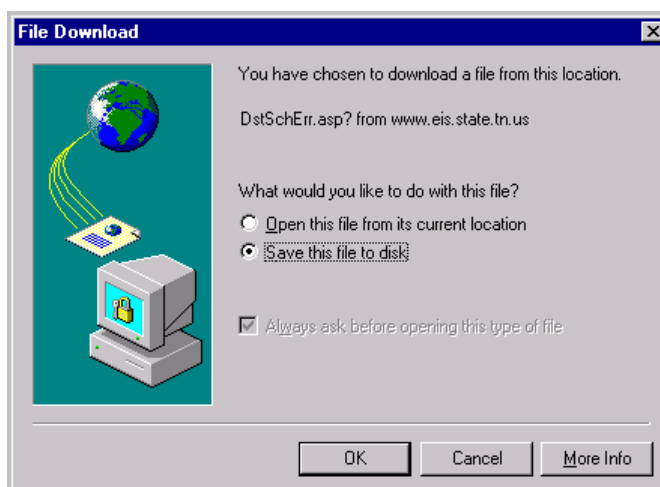7. To save the file, navigate to the desired folder and type in a file name.
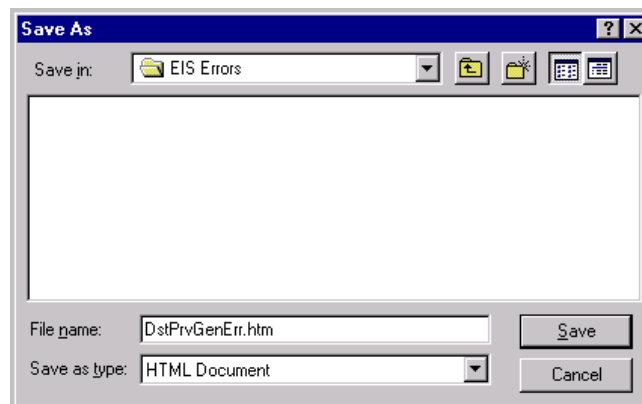
8. Click **Save**.

All of the errors are saved in a tab delimited text format and can be opened in a variety of software packages for analysis.

Download All School Errors

To download all School errors:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click on **Error Reports**.
3. From the **General Error Report** screen, click on **School Errors**.
4. From the **School Error Report List** screen, click on the **Report Type** drop down list box.
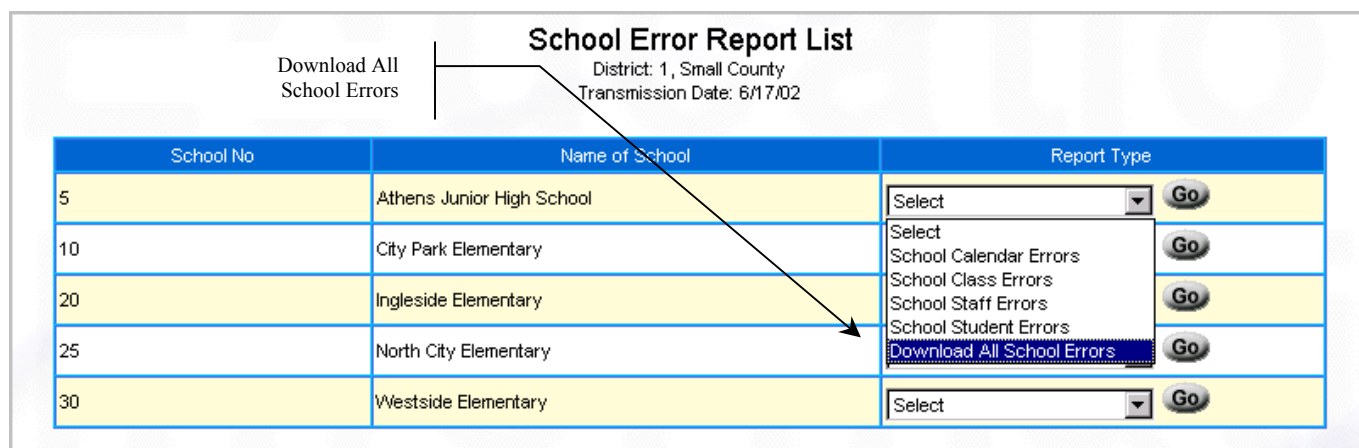
5. From the **Report Type** drop down list box, select **Download All School Errors**.
6. Click **Go**.
7. From the **File Download** dialog box, select **Save this file to disk**.

8. Click **OK**.

9. To save the file, navigate to the desired folder and type in a file name.
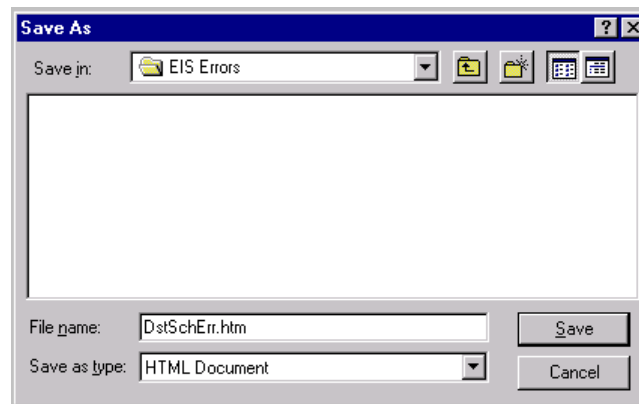
10. Click **Save**.

All of the errors are displayed in a tab delimited text format. The file can now be saved and opened in a variety of software packages for analysis.

Download All School Errors by Category

To download all School errors by category:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click on **Error Reports**.
3. From the **General Error Report** screen, click on **School Errors**.
4. From the **School Error Report List** screen, click on the **Report Type** drop down list box.

5. Select an error report type from the **Report Type** drop down list box.
6. Click **Go**.

7. From the **School Calendar Error Report** screen, (in this example) click on **Download School Calendar Errors**.

8. From the **File Download** dialog box, select **Save this file to disk**.

9. Click **OK**.
10. To save the file, navigate to the desired folder and type in a file name.
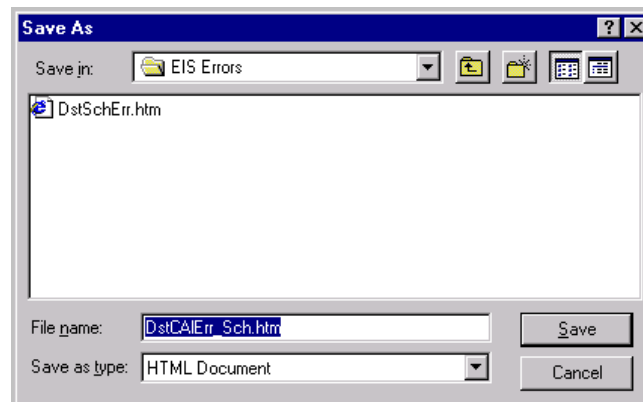
11. Click **Save**.

All of the error report screens have a link in the upper right hand corner to Download All Errors for that category.

Print Error Reports

Error reports can be printed from any error report screen by using the browser's print capability.

To print error reports:

1. From the **Menu Navigation Bar**, click **District** or **School**.
2. From the **District** or **School Search** screen, click on **Error Reports**.
3. Access the desired error report.
4. From the browser menu bar, click on the **Print** icon.
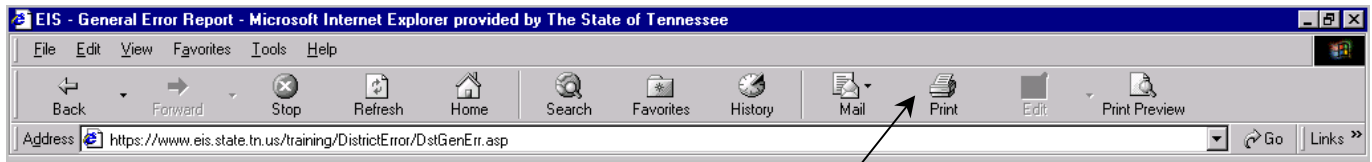
Print icon

EIS Inquiry Objectives

   📔   Perform District inquiries

   📔   Perform School Inquiries

   📔   Sort Information

   📔   Find Information

   📔   Perform Staff Inquiries

   📔   Perform Licensure Inquiries

   📔   Perform Student Inquiries

   📔   Find Student Problem Enrollment

   📔   Perform Class Inquiries

   📔   Perform Course Inquiries

EIS Information Inquiries

Inquiries can be made on a variety of information within the EIS. Some possible types of information that can be found include Student schedules, School listings by District, Staff Licensure information, and Student enrollment.

District Inquiry

To query District information:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, enter in the desired District criteria.

3. Click **Go**.
4. From the **District List** screen, click on the **Additional District Information** drop down list box.

5. Select the desired option.
6. Click **Go**.

District Detailed Info Inquiry

To query District Detailed Info:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District** screen, query for a District.
3. From the **District List** screen, click on the **Additional District Information** drop down list box.

4. Select **Detailed Info**.
5. Click **Go**.

District Detailed Info is linked to the SDE Directory web site.

District 200 Day Calendar List Inquiry

To query District 200 Day Calendar List:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District** screen, query for a District.
3. From the **District List** screen, click on the **Additional District Information** drop down list box.

4. Select **200 Day Calendar List**.
5. Click **Go**.

6. From the **200 Day Calendar List** screen, click on the **Additional Calendar Information** drop down list box.
7. Select **Calendar Details**.
8. Click **Go**.

Education Information System

District | School | Staff | Student | Class | Course

Logoff

District Search

Upload Extract File

District EIS Contacts

Error Reports

Block Apprvl Errors

Standard Reports

Report Period Approval

Current District Options:

200 Day Calendar List

School List

200 Day Calendar Details

Accountability Report

200 Day Calendar Details

School Year: 2001
District: 1 Small County

Calendar No	Version No	Scheduled Days	Stockpile	Submit Date	District Approved	SDE Action	SDE Action Date	Action By
1	1	M-F	Y	6/18/02 11:10:37 AM	Yes	n/a	n/a	n/a

Designated Days	
Event Type	Days Allocated
AD - Abbreviated Day	2
ID - Instructional Days	184
IO - In-Service Optional	0
IS - In-Service Day	5
MD - Make-up Extend School Day	0
OA - Discretionary Administrative	4
OI - Discretionary Instructional	0
OO - Discretionary Other	0
OS - Discretionary In-Service	0
OV - Discretionary Teacher Vacation	0
PT - Parent-Teacher Conference	1
SI - Stockpile Inclement Weather	0
SP - Stockpile Professional Development	13
TV - Teacher Vacation	10

Calendar Days			
Event Type	Event Date	Duration	School Day Type
CS - Calendar Start Date	8/8/01	1	N
IS - In-Service Day	8/8/01	1	N
IS - In-Service Day	8/9/01	1	N
IS - In-Service Day	8/10/01	1	N
OA - Discretionary Administrative	8/13/01	1	N
OA - Discretionary Administrative	8/14/01	1	N
IS - In-Service Day	8/15/01	1	N
IS - In-Service Day	8/16/01	1	N
OA - Discretionary Administrative	8/17/01	1	N
AS - Attendance Start Date	8/20/01	1	I
OH - Other Holiday	9/3/01	1	N
PT - Parent-Teacher Conference	10/4/01	1	N
OH - Other Holiday	10/5/01	1	N
OH - Other Holiday	10/8/01	1	N
OH - Other Holiday	11/22/01	1	N
AD - Abbreviated Day	12/20/01	1	I
CH - Christmas Holiday	12/21/01	1	N
CH - Christmas Holiday	12/24/01	1	N
CH - Christmas Holiday	12/25/01	1	N
OH - Other Holiday	12/25/01	1	N
CH - Christmas Holiday	12/26/01	1	N
CH - Christmas Holiday	12/27/01	1	N
CH - Christmas Holiday	12/28/01	1	N
CH - Christmas Holiday	12/31/01	1	N
OH - Other Holiday	1/1/02	1	N
OH - Other Holiday	1/21/02	1	N
OH - Other Holiday	2/18/02	1	N
SH - Spring Break Holiday	3/25/02	1	N
OH - Other Holiday	3/25/02	1	N
SH - Spring Break Holiday	3/26/02	1	N
OH - Other Holiday	3/26/02	1	N
SH - Spring Break Holiday	3/27/02	1	N
OH - Other Holiday	3/27/02	1	N
SH - Spring Break Holiday	3/28/02	1	N
OH - Other Holiday	3/28/02	1	N
OH - Other Holiday	3/29/02	1	N
OH - Other Holiday	5/27/02	1	N
AE - Attendance End Date	5/31/02	1	I
AD - Abbreviated Day	5/31/02	1	I
CE - Calendar End Date	6/3/02	1	N
OA - Discretionary Administrative	6/3/02	1	N

District School List Inquiry

To query District School List:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District** screen, query for a District.
3. From the **District List** screen, click on the **Additional District Information** drop down list box.

4. Select **School List**.
5. Click **Go**.

Individual School inquiries could be performed at this screen, as well as directly from the School menu.

District EIS Contacts List Inquiry

To query District EIS Contacts List:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District** screen, query for a District.
3. From the **District List** screen, click on the **Additional District Information** drop down list box.


4. Select **EIS Contacts**.
5. Click **Go**.

From the District Menu Options at the left of the screen, a complete District EIS Contacts inquiry can be performed by selecting **District EIS Contacts**.
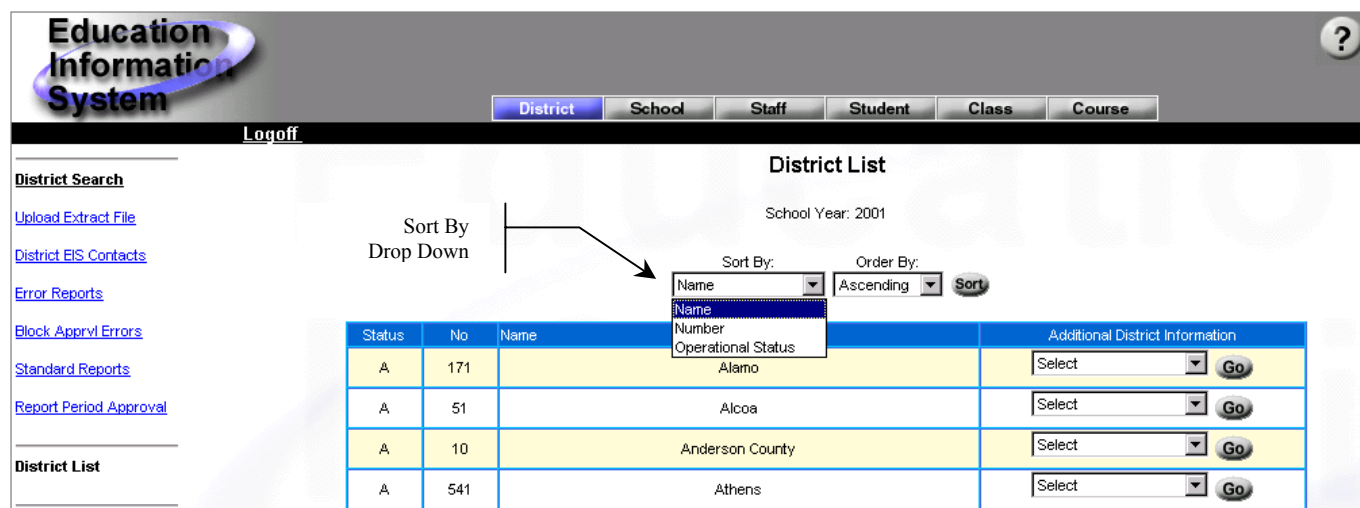
Sorting Information

EIS has the capability of sorting information on the screen. Information can also be organized in ascending or descending order. The number of sort criteria available depends upon the amount of data being displayed on the screen. This feature provides an easy way to reorganize the information to meet your needs.
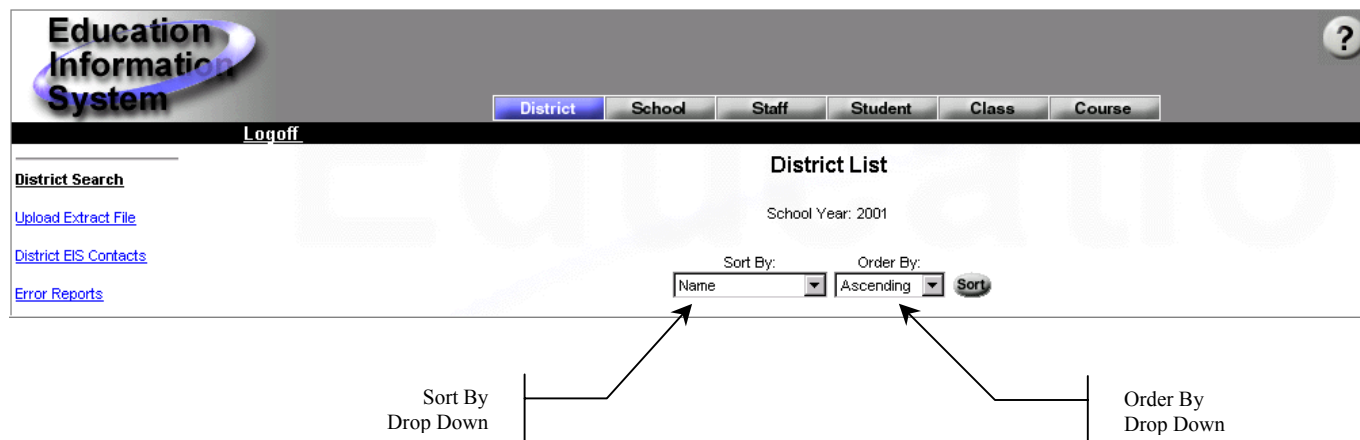
To sort information:

1. From any screen with Sort capability, click on the **Sort By** drop down list box.

2. From any screen with Sort capability, click on the **Order By** drop down list box.

3. Select the desired order criteria.

4. Click **Sort**.
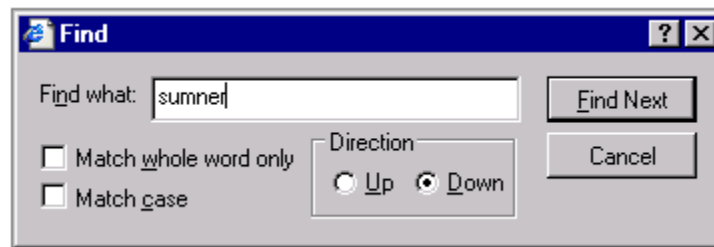
Finding Information

The Find feature will allow you to search for any text on the screen. This feature provides a quick way to search for information on the screen.
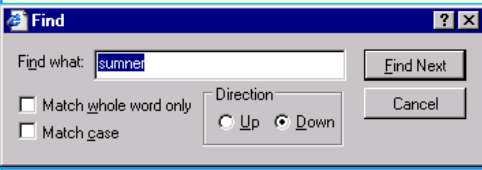
To find information:

1. From any screen, press **Ctrl** + **F**.
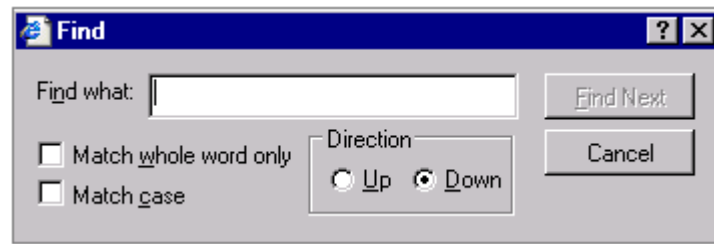
2. In the **Find What** box, type in the text to be found.

3. If needed, select any of the options available.
4. Click **Find Next**.

5. To close the **Find** dialog box, click **Cancel**.

🖥️ District Practical Exercises

Exercise 1:

Display the entire District List and sort by District Number in Ascending order.

Exercise 2:

Find "White" county.

Exercise 3:

Display the School List for Big County, District No. 2.

Exercise 4:

Display the 200 Day Calendar Number 1 for District No. 2.

Exercise 5:

Display the 200 Day Accountability Report for District No. 2.

Answers to the Practical Exercises can be found in the Appendix.